

Personal Growth Center Director

About the role

The Personal Growth Center is a recovery-focused space where people come together to work towards whole health and well-being while learning how to recover after a mental illness or emotional problem. We believe in the following values:

- Providing an environment that is free from the shame from having a mental health diagnosis.
- Restoring hope for the future by caring for others.
- Teaching each other new skills that can be used to help ourselves when are facing a crisis.
- Being a safe place for people to express and share emotions.
- Learning to be proud of who we are.
- Accepting ourselves and others, for the people we are.

Responsibilities

- Plans center activities.
- Directs and oversees center's hired staff.
- Monitors center's monthly budget and expenses and provide information to accountant and CMH.
- Purchase needed items for the center in the scope of board approval.
- The center's liaison for the board with outside agencies and/or partners.
- Completes monthly director report for board meetings.
- Completes monthly grant report and provides to CMH.
- Meet with the accountant on a monthly basis.
- Works with and reports out to the board to addressed center disciplinary issues.
- Maintains updating policy, procedures, and/or other operational documents.

Location, Benefits, and Salary

- Personal Growth Center and occasionally in community
- Salary employee
- Full-time
- 730-330/40
- 14 paid holidays
- Paid Sick and Vacation Time

Candidate requirements

- High School diploma or GED.
- Current Driver License and the ability to get a chauffeur's license.
- Office and computer skills
- Professional communication skills including verbal and writing skills.
- Have a mental health history, have received services, and at least a year of mental health stability
- Preferer mental health work experience, but no required.
- Willing to take board required trainings.
- Ability to network
- Motivated to take on challenges.
- Empathic
- Supportive
- Comfortable with individuals from different backgrounds.

To apply

Send a resume and cover letter to:

ATTN: Phil Lipa, Board President

At plipa1979@gmail.com or 32 E Sanilac Ave Sandusky MI 48471

Apply by 8/23/2024